

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6111

POSITION VACANCY ANNOUNCEMENT #11-039 OPENING DATE: 02 February 2011 CLOSING DATE: 16 February 2011

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: X ARMY NATIONAL GUARD AIR NATIONAL GUARD

POSITION TITLE: ADMIN NCO/OPS ASST (19D2O) **HIGHEST GRADE AUTHORIZED** SGT/E5

ORGANIZATION AND LOCATION: HHT, 1-158th CAV, LTC E. Leslie Medford Armory, 18 Willow Street, Annapolis, Maryland 21401.

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ON-BOARD AGR SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATION:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Must be in a Ready Reserve status. 2. If Enlisted, must be 18 years of age and not have reached his/her 55th birthday. 3. Must not be under current suspension of favorable personnel actions. 4. Must not be entitled to receive Federal military retired or retainer pay. 5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD. 6. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour. 7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation. 8. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18. 2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry. 3. Must not be pregnant per AR 40-501 and AR 600-110. 4. Must meet the body composition standards prescribed in AR 600-9. 5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry. 6. Must be able to complete the Military Education requirements commensurate with the military grade. 7. Enlisted Soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(F) 2a: SSG and above not MOSQ may apply, (unless job stipulates otherwise), but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT. 8. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18. 2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months. 3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5. 4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide. 5. Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule <u>through their current Command</u> to be approved by the Chief of Staff (CoS). 6. Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet. 7. A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.

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DESCRIPTION OF DUTIES: Serves as unit Admin NCO. Prepares unit training schedules. Coordinates training aids and resources as directed by Readiness NCO and Company Commander. Assists Readiness NCO in documenting training and individual Soldier readiness data. Assists as needed with administrative management of the unit on a daily basis. Reviews, inputs, coordinates and manages individual Soldier school applications. Assists the unit commander in coordinating, resourcing, documenting and assessing Soldier training and unit training and readiness. Responsible for insuring successful accomplishment of tasks which support the units training programs. Drafts training schedules for approval. Maintains the unit training library. Establish and maintain training aids support center account. Prepare and submit requests for training areas, vehicles, equipment, ranges and other training needs. Advises the Commander on mobilization and readiness requirements. Prepares and disseminates unit OPLANS/OPORDS. PERFORMS OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS REQUIRED: MOS 19D20. Applicant must have a valid state driver's license and High School Diploma or GED. A physical demands rating of very heavy. A minimum physical profile of 111121. Correctable vision of 20/20 in one eye and 20/100 in other eye. Normal color vision. Qualifying scores of a minimum score of **90** in aptitude area **CO** in Armed Services Vocational aptitude Battery (ASVAB) tests administered **prior to 2 January 2002** or a minimum score of **87** in aptitude area **CO** on ASVAB tests administered **on and after 2 January 2002**. Applicants must possess potential to perform required duties and become MOS qualified within 12 months. Mandatory formal training is required. **Any soldier more than two grades below the authorized grade on this announcement can apply but a TAG approved waiver is required if selected for the position.**

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. **Undergrade personnel who are selected must first become MOS qualified and number 1 on the EPS list before being promoted. Personnel MOS Q selected for a position of higher grade maybe promoted out of sequence provided that they are on the current Enlisted Promotion System list. (SF 52 must be submitted by the command).**
3. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
4. You must have at least 3 years remaining on current enlistment on the first day of the initial tour. Applicants must re-enlist or extend in order to meet this requirement.
5. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service. On board AGR soldiers who do not become qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
6. All AGR soldiers will sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. NGB Form 34-1, signed, dated and annotated job number and email contact information
2. Selected individual may be required to undergo a Periodic Health Assessment and HIV test.
3. Signed certified copy of **updated** DA Form 2-1 or **updated** ERB from **MSC Personnel SVC SGT.**
4. PQR from **MSC Personnel SVC SGT.**
5. Five latest NCOERs for on board AGR applicants, and as available for junior soldier/NCO applicants. (Gaps in rating periods **MUST** be explained by Chain of Command.)
6. Letter of recommendation / performance evaluation on individuals not requiring an NCOER.
7. Personal photograph in Class A uniform (E5 and below), DA photo in Class A uniform (E6 and above, no more than 5 years old).
8. All soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females).
9. All soldiers must have documentation showing they meet current APFT retention standards IAW AR 40-501; provide DA Form 705, not more than 6 months old for current AGR members and 12 months for traditional members.
10. DA 3349 must be submitted for soldiers with Permanent Profiles.
11. Unit memo or documentation verifying no Flagging Actions.
12. **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
 - a) NGB Form 23A (RPAS Retirement Points from (**Unit or MSC Personnel SVC SGT.**))
 - b) Provide **all** DD Form 214s. (**Long version copies 2, 4, 7, or 8**)
13. Forward application and attachments to: ***Human Resources Office
ATTN: MDNG-HRO-AGR
Fifth Regiment Armory
Baltimore, MD 21201-2288***
13. Application screening will be made without regard to race, religion, color, gender, or national origin.
14. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
15. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
16. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-200 for Enlisted.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned. BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED